

## ***TENNESSEE EDUCATION LOTTERY CORPORATION***

### **Invitation to Bid**

#### **A. PURPOSE**

The Tennessee Education Lottery Corporation (“**TEL**”) is soliciting bids for the following services and/or products:

#### **Fax Machines**

Minimum requirements for this Invitation to Bid (“**ITB**”) are defined in **Section G, TECHNICAL CONSIDERATIONS AND REQUIREMENTS.**

#### **B. GENERAL INFORMATION AND SCHEDULE**

*This ITB has been issued on Friday, December 19, 2003.* Questions and requests for clarifications relating to this ITB should be directed to Jasmine Batth, who can be reached at:

Tennessee Education Lottery Corporation  
Plaza Tower MetroCenter  
200 Athens Way  
Nashville, TN 37228  
Telephone: 615-253-1108  
Facsimile: 615-253-6886

Delivery of five (5) copies of the responses to the TEL ITB Coordinator at the above address is due no later than **5:00 p.m.** Central Time on ***Monday, December 29, 2003.***

#### **C. EQUAL OPPORTUNITY**

The TEL prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract with the corporation.

The TEL will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any firm doing business with the corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

#### **D. MINORITY PARTICIPATION**

It is an overall objective of the TEL to encourage involvement by minority contractors and suppliers in business activities generated by the Corporation, while assuring that such activities will be conducted in accordance with all applicable laws. Furthermore, in accordance with the Tennessee Education Lottery Implementation Law, it is the declared policy and intent of the

Corporation to strive to maximize participation of minority owned businesses to achieve a minimum participation of fifteen percent (15%) through all business contracting opportunities.

Firms interested in doing business with the TEL will be required to complete Exhibit A (Minority-Owned Business Utilization Plan) at contract award and include within its bid response a short narrative describing its commitment to assist the Corporation in striving to maximize participation of minority-owned businesses.

#### **E. NON-EXCLUSIVE RIGHTS**

The TEL does not intend to grant any entity the exclusive rights to provide all equipment, materials, and services required by the TEL during the period covered by any contract resulting from this ITB.

#### **F. ACCEPTANCE**

The TEL reserves the right to accept or reject any and all bid responses, and to negotiate with any or all vendor(s) in any manner necessary to serve the Corporation's best interests.

#### **G. TECHNICAL CONSIDERATIONS AND REQUIREMENTS**

##### **Categories to be evaluated include:**

Cost  
Delivery Lead-time  
Shipping & Handling  
Warranties and Service Level Agreements

##### **The bid responses should address the following product details:**

Qty: 2 Laser Fax Machines  
Automatic Document Feeder – 30 sheets  
Automatic Phone/Fax Switch  
Automatic Redial  
Call Waiting  
Caller ID  
Modem Speed – 33.6Kbps  
Page Memory – 600 pages  
Paper Tray/Holder Capacity – 200  
PC Fax  
Polling  
Print Technology – Laser  
Speed-Dial Memory – 120 numbers  
TAD Hookup  
Warranty – 1 year replacement  
Delivery Lead-time: 48 hours from the date order is placed

**FOR THESE QUOTATIONS INCLUDE RELEVANT SALES TAX**

**EXHIBIT A**

**MINORITY-OWNED BUSINESS UTILIZATION PLAN  
(MUST BE COMPLETED AND SUBMITTED AT CONTRACT AWARD)**

**Company:** \_\_\_\_\_  
**RFP:** Fax Machines

I, \_\_\_\_\_, do certify that on the following procurement opportunity  
(Vendor)

\_\_\_\_\_, the following Minority-Owned Businesses will be utilized as  
(Opportunity)  
subcontractors, vendors, suppliers, or provide professional services:

Name	Description of Work	Contract Value	Joint Venture (Yes/No)	% of Minority Ownership	Certified (Yes/No)	Certification Agency

*(If additional space is needed this form may be duplicated)*

TOTAL CONTRACT VALUE: \_\_\_\_\_

TOTAL % OF MINORITY BUSINESS PARTICIPATION: \_\_\_\_\_

*I hereby certify that MOB were unavailable as defined in the EBO program to submit bids to provide goods and services for this RFP/Bid's purpose.*

*Reasons for the "Unavailability":*

\_\_\_\_\_  
*The finalized EBO Form B shall not be changed or altered after award of a contract without approval from the Corporation. The Vendor is required to provide written notice describing the reasons for the change to the Corporation to obtain approval of any changes to this form.*

Submitted by:

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date